

TERMS OF REFERENCE

Blog Manager – GlobalDev Blog

LOCATION: Clermont-Ferrand, France

About the Position

GDN is looking for a dynamic and self-driven professional with experience in project management, partnership management and online editorial processes, to take its successful blogging platform on research for development, [GlobalDev](#) into its next phase of development. The Blog Manager will coordinate the operations of GlobalDev from GDN's hub in Clermont-Ferrand, interacting (both in-person and remotely) with a committed and truly global team. Most importantly, you will:

1. Be the first point of contact for authors from across the globe, who are writing on a wide range of topics pertaining to development.
2. Contribute to curating a strategy for securing a steady flow of content through partnerships and collaborations (internal and external to GDN programmes).
3. Be ultimately responsible for managing and expanding the publication calendar and output level of the blog.

While ensuring the day-to-day operations of GlobalDev, you will collaborate daily with several colleagues working part-time on the blog, including the founding editors, the senior editors (English, Spanish and French), GlobalDev's social media manager, translators and proofreaders, and with colleagues across all GDN units, to ensure seamless project integration and success.

Background

The year 2023 marked GlobalDev's fifth year anniversary and it has been two years of exciting changes! We went through a whole website revamp and a new visual identity, that contributed to dynamising our image. We expanded the team and successfully started accepting articles in all the publication languages: English, French and Spanish. We also started organising communication trainings to help southern researchers spread their voice more effectively and more widely. In parallel to these new activities, publication continued on GlobalDev. The uniqueness of the

blog remains its hands-on editorial process that accompanies authors in discussing policy challenges (instead of research publications). In 2024, we have had over 5000 readers and 10,000 page views a month, from over 200 countries, with a large majority from the global South.

About GDN

The Global Development Network (GDN) is a public international organisation that supports high quality, policy-oriented, social science research in Low- and Middle-Income Countries, to promote better lives. We help connect researchers and research institutions to financial resources, global networking, research management support, access to information, training, peer review and mentoring. Founded in 1999, GDN is currently headquartered in New Delhi, with an office in Clermont-Ferrand, France.

The position is based in GDN's Clermont-Ferrand office, in France, and is open to EU nationals or individuals who are eligible to obtain a work visa for France (with GDN's sponsorship).

Job responsibilities

1. Management of the Editorial Process:

- Lead the end-to-end management of content received by the blog, ensuring editorial processes and timelines are aligned with GlobalDev's publication calendar, with an objective of doubling the output (from one blog post per week, to two) by the end of 2025.
- In close coordination with the rest of the team, revise and improve (regularly) the editorial process and flow, optimising interactions and collaboration between team members and consultants who intervene at different points of the editorial process, from screening of applications to social media outreach.
- Manage the publication calendar, and keep team members abreast of recurring deadlines, trends and projections regarding the volume of content in the editorial pipeline.

- Organise and chair regular editorial meetings with the GlobalDev team, keeping them informed about external trends and presenting data-driven analysis of GlobalDev's operations.
- Manage the roster of language professionals, recruit external consultants (IT, website development, translators and proofreaders) when needed and manage their contracts.

2. Platform Management

- Operate GlobalDev's WordPress platform, posting content directly across all three language interfaces, as well as the editorial inbox and the online author information submission form.
- Ensure GlobalDev platforms work across all language-specific interfaces, at all times, and collaborate closely with GDN IT colleagues to prevent, identify and solve issues as they arise, with specific attention to reader access and the formal quality of the blog interface.

3. Stakeholder/Partnership Management:

- Contribute to updating regularly the outreach and partnership strategy of GlobalDev, with a view to ensuring a steady flow of content and at least weekly publications. In close collaboration with colleagues at GlobalDev and GDN, lead on the definition of a team strategy to increase GlobalDev's outreach among Southern authors, to match its Southern readership, with particular attention to young researchers and their voices.
- Manage directly external content partnerships, including joint Special Debates, and if needed propose to the editorial team new and innovative formats for content and partnerships, considering your interactions with external stakeholders.
- Support conferences, trainings or events organised by GlobalDev and GDN with partners, fostering collaboration and the visibility of GlobalDev. Work with cross-functional teams to integrate events into the overall blog development strategy, leveraging them for stakeholder engagement and programme development.
- 'Be the face' of GlobalDev at GDN and external events, managing dedicated booths, curating material, leading in-person outreach among other things – traveling when required (up to 15% of your time).

4. Programme Development:

- Lead, in close coordination with the GlobalDev team, the strategy for developing GlobalDev into a recognised platform for research communication in the international development space, bringing together global South and global North perspectives.
- Manage the blog's 'special projects' fund in support of the blog development.
- Coordinate funding proposals, including budget creation, concept notes, and technical specifications related to GlobalDev, as opportunities arise.
- Actively monitor the funding landscape for research communication platforms and services and identify development opportunities for discussion by the broader team.
- Coordinate submission of proposals within donor deadlines.

5. Documentation and evaluation:

- Manage, and if needed further develop, GlobalDev's monitoring framework, with the goal of providing the editorial team with data-driven insights into GlobalDev operations, authorship, readership, and visibility.
- Occasionally, manage external evaluations of the blog.
- Curate and keep up to date the monitoring database of GlobalDev, integrating data from the editorial process and from outreach, using platforms such as Google Analytics.

6. Resource Management:

- Manage the budget of the blog, across multiple funding sources when needed. Support programme leads and the finance department in ensuring that expenditure is properly monitored and that it is consistent with the overall blog budget.
- Track the allocation and management of blog resources, including contracts with language professionals, editorial consultants, outreach budget, personnel costs, and indirect costs.
- Utilise data-driven insights to optimise resource use and enhance project efficiency.

7. Cross-Functional Collaboration and Continuous Improvement:

- Work closely with other departments and programmes at GDN, in particular the GDN Communications Unit and the Programme and Research teams, and champion a culture of collaboration, learning, and innovation across the organisation.

- Drive continuous improvement by incorporating feedback and lessons learned into future planning.

This is a full-time role and might require international travel up to 15% of your time.

Duration of Assignment

The initial appointment is for 24 months, renewable, conditional to a six-month probation period. The renewal is conditional on the availability of adequate financial resources and on the successful expansion of the initiative.

Eligibility and Desired Profile

- BA and master's degree in a relevant discipline (relevance to be discussed in the motivation letter).
- At least 5 years of demonstrable project management experience.
- At least 3 years of experience working in a multilingual environment, including travel and event organisation internationally, and experience working with international partners, including donors.
- Previous experience and a strong interest in editorial and publication work is a strong asset.
- Previous experience in international development and development research is an asset.
- Fluency (written and spoken) in English, and at least one more language. Fluency in French or Spanish is a strong asset.
- Experience building and managing budgets and databases is an asset.

The role requires strong soft skills, such as:

- **Communication skills:** Clear and effective communication will be key to managing internal and external interactions.
- **Collaboration and teamwork:** The manager needs to coordinate between a group of part-time profiles, some of which are under time pressure, across several time zones.
- **Adaptability and flexibility:** GDN has a small and flexible team, and a largely horizontal work environment.

- **Leadership and initiative:** The person will have the freedom, and will be expected to, put forward creative ideas, take initiative and be a self-starter.
- **Cultural sensitivity:** With core staff spread across 10 countries GDN is an inherently multicultural and multilingual organisation. You will require empathy and a genuine interest in how others approach specific tasks and responsibility (differently than you).
- **Problem-solving skills:** You will need to think critically, find solutions and identify opportunities in your interactions with authors, donors, colleagues, partners and external collaborators.
- **Time management and organisational skills:** Managing the editorial calendar and inputs from a range of different professionals will require time management and capacity to keep track of one's own tasks, and often that of others.
- **Attention to detail:** As with all editorial work, attention to detail is key to guarantee high standards of quality for all outputs and external communications.

How to Apply

Interested candidates should send the following documents (see below) in PDF format, as attachments to an email titled "Blog Manager – GlobalDev - YOUR NAME", to jobs@gdn.int by October 27, 2024 midnight Central European Time.

The documents are:

- Up-to-date CV (no more than two pages)
- Motivation letter (no more than one page) that provides concrete and demonstrable examples of how your experience and capacity match the requirement for the position. Please do not repeat your CV.
- A short essay on the question: *Can blogging platforms change North-South imbalances in international development research?*
- Details of last salary and salary expectations for the position, along with a clear indication of the earliest start date.

For any queries related to the application procedure or the job posting, please write to jobs@gdn.int.

GDN is an equal opportunity employer, committed to diversity in its staff. Female candidates from developing countries are particularly encouraged to apply.